

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Facilities and Maintenance Director

Department: Facilities

Reports to: Tribal Vice Chair

Status: Exempt

Salary Level: \$40,217 - \$52,489

Level: 6

Opens: October 27, 2016

Closes: November 17, 2016

SUMMARY

Responsible for all Facilities and Maintenance Department operations, including managing all department staff members, overseeing all buildings, government water and waste systems, roads and grounds, budgeting, and serving as owner representative on new construction projects. Will direct and coordinate all aspects of the care, upkeep and administration of all buildings, facilities, roads and grounds of LTBB Government, consisting of multiple sites, facilities, and operations. Seek to reduce the energy use and waste generation from the government facilities and properties. Maintain facilities to provide a positive image for LTBB and a safe environment for Tribal citizens, employees, and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administer the day to day operation and supervision of the Facilities and Maintenance Department, conforming to all relevant LTBB policies and procedures.
- Analyze, repair, and/or assign to Facilities Worker or contractor; electrical, plumbing, heating, cleaning, cooling, construction, masonry, and other services as necessary.
- Oversee the government water and waste systems.
- Oversee removal of solid waste from the LTBB Governmental properties
- Provide supervision of Department staff, including schedules, time sheets and performance evaluations.
- Determines Department staff schedules including staffing for all LTBB building functions/events as needed.
- Ensure time worked is tracked and charge to the appropriate accounts. Ensure that all required Personal Activity Reports (PARs) or similar documents a filled out accurately and turned in on a timely basis.
- Ensure work performed is up too standard and/or conforms to specifications.
- Establish building maintenance inspections of tribal government facilities, on a periodic and recurring basis to detect existing or potential accident and health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented. Collaborate with Safety Coordinator, I.H.S. and other appropriate organizations.
- Establish and monitor a preventive maintenance program of scheduled inspection and repair of electrical, mechanical equipment, and other systems, equipment and facilities to assure proper operation and to correct malfunctions before major breakdowns develop.
- Budget: Prepare annual budget after determining renewal and replacement needs, capital improvements, and requirements for supplies, materials, equipment, and facilities contracts. Continuously monitors expenditures in all categories to assure that the budget is not exceeded and that funds are effectively utilized.

- Engages, plans and schedules subcontractors when needed to assist in facilities, repair and construction requirements, and conducts inspections to assure that work performed meets requirements.
- Act as liaison to public utility, environmental, and energy agencies where appropriate.
- Work on special projects as assigned by Tribal Administrator and/or Tribal Chairman.
- Resolve complaints.
- Review property liability insurance with Safety Coordinator to ensure properties are adequately covered, and make recommendations for any changes.
- Schedule and coordinate any restructuring of office space, including movement of office furniture, supplies, etc.

OTHER SKILLS AND ABILITIES

Must be able to supervise and motivate staff. Must be able to handle multiple projects and have the ability to prioritize projects, and be self-motivated. Must have good communication skills and the ability to work well with others. Must be able to use Microsoft Office computer programs. Must have building, maintenance, cleaning and repair skills. Must have basic knowledge of building plumbing, electrical systems; heating and cooling systems. Must have equipment repair skills. Must have skills in maintaining grounds and preventive Facilities skills. Must be familiar with purchasing and inventory control.

COMPETENCY

- Analytical - Synthesizes complex or diverse information; Collects and researches data: Uses intuitions and experience to complement data: Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify design principles; Demonstrates attention to detail.
- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills – Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service – Manages difficult or emotional customer situation; Responds promptly to customer needs; Responds to request for service.
- Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interjecting Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Responds well to questions;
- Demonstrates group presentation skills.
- Written Communication – Writes clearly and informatively; Able to read and interpret written information.
- Teamwork – Contributes to building a positive team spirit.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Business Acumen – Understands Business implications of decisions
- Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity – Shows respect and sensitivity for cultural differences.
- Strategic Thinking – Develops strategies to achieve organizational goal; Understands organization's strengths & weaknesses.
- Conflict Resolution-must be able to implement strategies to effectively resolve and address difference of opinions in employee and work group settings

EDUCATION and/or EXPERIENCE

Associate's degree (A.S.) in Building or Construction Trades or similar field and five years' property management experience with at least two years of supervisory experience. A combination of education and experience may be considered in lieu of Associate's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Michigan CDL (or be willing to get one within three months of hire), reliable transportation, and be insurable.

OTHER QUALIFICATIONS

Must have reliable transportation and ability to travel in area on a daily basis. Must pass extensive background investigation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present inquiries and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standard exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions. The employee must occasionally lift and/or move up to 50 pounds or more. Employee will be subject to random DOT drug tests.

COMMENTS

Tribal Preference will apply.